

**ST CROIX COUNTY
REGISTER IN PROBATE**
St Croix County Government Center
1101 Carmichael Rd
Hudson WI 54016

NEW GUARDIAN TRAINING

Phone:
(715) 386-4619

Hours:
8:00 a.m. -4:30 p.m.
Monday - Friday

NOTE: *This guideline is provided only as a public service and is not meant to be legal advice. The Register in Probate office cannot give legal advice; please contact an attorney if you have legal questions. This Guideline is subject to change or amendments.*

TRAINING REQUIREMENTS FOR NOMINATED GUARDIANS

Effective 1/01/2023, any person nominated to be appointed a guardian of the person, guardian of the estate, or guardian of both the person and the estate of an alleged incompetent adult is required to satisfy guardian training requirements under Sec. 54.26, Wis. Stats. This individual must complete and provide confirmation to the Court that they have completed and passed the training at least 96 hours prior to the final hearing. This training is mandatory and the Court will not appoint a guardian who has not successfully completed the training requirements.

To enroll in this free online course, individuals can visit <https://www.uwgb.edu/guardianship-training/> . ***Please see instructions on reverse side.***

This course is self-paced and is accessible 24/7. If an individual does not have access to a computer and/or Wi-Fi, they can find a list of free public computers and internet access in their county through the link on this website. An individual may also contact their local library for computer access. This course will take a total of approximately 3 hours to complete.

Upon successful completion of this course, the proposed guardian will need to print the Certificate of Completion provided at the end of the completed course, and file that Certificate along with Form GN-3135, Confirmation of Completion of Guardian Training Program (Adult Guardianship), with the Court.

Instructions to Access Guardian Training

*Required for permanent guardians of the person and permanent guardians of the estate, unless exempt under Wis. Stat. § 54.26(2).

- ☐ 1. Go to: <https://www.uwgb.edu/guardianship-training/>
- ☐ 2. Scroll halfway down the page until you see “**Enroll Now**”.
 - Click “**Take the Training**” button.
- ☐ 3. If you have registered with UW Green Bay before, enter your username and password and click the “**Sign In**” button.
If you have not registered with UW Green Bay before, click the “**Sign Up**” button.
 - Complete the requested account information.
- ☐ 4. Click the provided link to start the training course:
(<https://uwgreenbay.catalog.instructure.com/courses/guardian-training>)
- ☐ 5. Under **Guardian Training, Self-paced**, click the “**Enroll Now**” button and then fill in the requested information (Do not click the shopping cart button).
- ☐ 6. Enter the requested information. Click “**Register New Account**” button.
- ☐ 7. Click the “**Enroll**” button.
- ☐ 8. Click the “**Go to Courses**” button. Wait a few minutes and then check your e-mail.
- ☐ 9. You will receive multiple e-mails from UW Green Bay. The e-mail with the subject “**Welcome to Catalog**” will contain your login ID, so please keep the e-mail for future reference.
 - Click “**Complete Registration**” button at the bottom of that e-mail.
 - Create a password as requested.
- ☐ 10. Click the “**Go To Course**” button.

All modules must be completed for the training to be complete.

To log in later to complete the training:

- ☐ 1. Go to: <https://uwgreenbay.catalog.instructure.com/courses/guardian-training>
- ☐ 2. In the upper right-hand corner, click “**Login**”.
- ☐ 3. Click on “**UW Continuing Education Student**”.
- ☐ 4. Add your login and password. Click “**Log In**”.
- ☐ 5. Click “**Go To Course**”.